

Instructions for User Registration (Central Treasury and Special Accounts)

At the launch of the procedure¹, starting:

- **in the first week of December 2020**, with regard to Central Treasury accounts and the Special accounts of the Customs and Monopolies Agency;
- **in the last week of January 2021**, with regard to the remaining Special accounts,

users identified by the Ministry of Economy and Finance - RGS State General Accounting Department and the Customs and Monopolies Agency - Customs Directorate **will receive an automatic mail with a link to create a password within 72 hours and complete the registration process.**

Users who have not received the abovementioned email by the end of the week of the procedure's launch shall send their requests for assistance to tes.portale@bancaditalia.it, which will provide all the necessary activation instructions.

The email addresses used by the Bank of Italy for accounts-related communications are provided²:

- with regard to the Special Accounts of the Customs and Monopolies Agency, by the Customs Directorate;
- with regard to the remaining accounts and to Central Treasury accounts, by the RGS State General Accounting Department.

Previously registered users, authorized to view monthly statements for one or more Single Treasury entities, **will be required to sign in with their credentials and will receive, instead of the activation mail, a notification message informing them about the newly released authorization to view additional statements/reports³.**

¹ The 'Online statements' application, currently providing Single Treasury monthly statements, will enable users to view Central Treasury and Special accounts reports.

² Communications will be sent by the Bank of Italy from a non-certified e-mail account; for this reason the recipient's email address must be able to receive non-certified e-mails.

³ The email address provided to the Bank of Italy for communications relating to the authorization to view Central Treasury accounts/Special Accounts, will replace, if different, the user's existing email address, previously used for their account activation/variation in the process of viewing Single Treasury accounts (according to the provisions of MEF Circular No. 2 of 22 January 2016). In order to change their email address, users authorized to view more than one type of account - Single Treasury and Central Treasury accounts and/or Special accounts - shall contact the RGS State General Accounting Department.

The Bank of Italy will be in charge of changes (new users, enabling/disabling access, changes) according to the information provided by the RGS State General Accounting Department or the Customs and Monopolies Agency as per their competence⁴.

Access to the application

The ‘On-line statements’ application is available on the Bank of Italy’s website (www.bancaditalia.it), in the Section: Our Role – Treasury – Services – Online statements – Access to the application.

After successfully completing the registration process, users can access the application by entering their personal tax code (codice fiscale) in the USERNAME field followed by their previously selected password. Once it is fully operational, the application will provide monthly statements relating to the last two calendar years; as for daily reports, documentation relating to the last two calendar months (at least) will be available.

Users will be able to:

- search for one or more statements for their own accounts;
- view statements online;
- download statements.

Please send any request for assistance to: tes.portale@bancaditalia.it.

⁴ Although no longer authorized to view Central Treasury accounts and/or Special accounts, users will still be able to access the application and view the Single Treasury Accounts of their competence, if previously enabled. Any request for variations regarding these users will be processed according to the provisions of MEF Circular No. 2 of 22 January 2016. Likewise, users no longer authorized to view Single Treasury accounts will still be able to access the application and view Central Treasury accounts and/or Special accounts.